

DUTY STATEMENT		
CLASSIFICATION: Planner III-EFS	POSITION NUMBER: 710-4737-016	CBID: E48
WORKING TITLE: Project Manager	DIVISION: Siting, Transmission & Environmental Protection	
DATE PREPARED: December 2, 2009	OFFICE: Siting	
KEY: (E) IS AN ESSENTIAL AND (M) IS A MARGINAL FUNCTION		

POSITION DESCRIPTION: Under the direction of the Siting Office Manager, the Planner III acts as a working team leader responsible for the overall case management of facility siting projects. The incumbent acts as a project manager on facility siting projects (power plants) and may act as a consultant to the Commission to formulate and develop solutions to the most difficult and complex work and to coordinate the efforts of others to accomplish the Commission's objectives.

WORKING CONDITIONS: The work is performed primarily in an office, conference room, and/or hearing room environment and may require standing and walking as well as sitting for long periods of time. Work area is well lighted and ventilation is adequate. The noise level maybe high. Some travel is required to attend off-site meetings or to participate in workshops and hearings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required.

DUTIES AND RESPONSIBILITIES: While performing the duties described below, the incumbent will be required to work alone and/or in a team environment utilizing a personal computer and appropriate Commission software such as word processing, electronic mail and Internet; and to participate in and lead meetings with other staff and with other agencies. The incumbent will:

40% As a regulatory project manager, plan, organize and lead the work of an interdisciplinary environmental and engineering team engaged in the review of complex and/or controversial energy facility siting applications. Responsible for reports which includes reviewing, evaluating an editing project correspondence, reports, testimony, briefs and positions papers. Serve as the editor in-in-chief and publisher for all major project documents. The work will include the preparation and publishing of major regulatory and Commission program reports, and may include Environmental Impact Reports and Initial Studies/Negative Declarations when required. Ensure project activities are properly monitored and administered. Keep management informed about significant issues and activities. Work with other project managers, technical staff and staff attorneys to resolve issues and conflicting opinions. Provide direction, guidance and advice on technical staff conditions of certification and conditions for amendments. Plan, organize, and direct the work of staff in the preparation of Environmental Impact

CLASSIFICATION: Planner III-EFS
POSITION NUMBER: 710-4737-013
DATE PREPARED: December 2, 2009
PAGE 2

Reports (EIR) or other required documents pursuant to the California Environmental Quality Act (CEQA) and in some cases also pursuant to the National Environmental Protection Act (NEPA). Ensure coordination of the staff's joint CEQA/NEPA assessments with federal agencies. (E)

- 20% Develop Commission policy and program plans, which include technical and Commission policy implications, for approval by management. Responsible for developing individual project strategy, including staff's analyses and documents for Division siting-related applications and other Commission programs and projects. Develop, recommend and maintain Commission policy and procedures for the Siting program and for individual projects. Monitor policy issues concerning the power plant site certification process to assure continued compliance with the determination that the process is a functional equivalent of CEQA. (E)
- 15% Represent the Commission before federal, state, and local agencies and interest groups. Provide expert testimony at evidentiary hearings, etc., on licensing issues and policy matters related to energy facility siting, and for policy issues of statewide, regional, or specific project significance or on overall features of a proposed project. Represent the Commission staff at Energy Commission business meetings by making siting project presentations and answering questions from the Commissioners. Make presentations to the Commission regarding regulatory and/or energy policy related matters. (E)
- 10% Organize and conduct pre-filing workshops and meetings with staff, power plant developers (including their consultants and attorneys), other governmental agencies, private organizations and the public to discuss the siting process. Participate, as appropriate, in meetings and workshops concerning post-certification issues. (E)
- 5% Manage the preparation and maintenance of regulatory procedures, guidelines and regulations used by Commission staff and other interested parties. (E)
- 5% Prepare budgetary (including workplans, workload standards, and budget change proposals) and other information for the Division and Commission in scheduling, planning, and managing future policy and power plant certification activities. Provide administrative support to the Division. (M)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

CLASSIFICATION: Planner III-EFS
POSITION NUMBER: 710-4737-013
DATE PREPARED: December 2, 2009
PAGE 3

SIGNATURES	
I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION	
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Vacant Employee	Eileen Allen Supervisor
Date	Date